



Committee Role Descriptions of Bridgnorth Cycle Club (BCC)

Dated: July - 2020

All members of the Committee are required to attend formal committee meetings (usually quarterly) and more informal discussion meetings (e.g. committee rides) as required

1. Chair – Position Vacant

- a) To chair the committee, general, annual and extraordinary meetings of the club
- b) To agree the agendas for such meetings with the secretary
- c) To be the lead spokesperson of the club, and to delegate this power as required
- d) To be a point of contact for committee members between meetings and be available to assist as required
- e) To remain objective and mediate between committee members should a dispute arise

2. Vice Chair – Gary Hodgkinson

- a) To assist/support the Chairman in the carrying out of their duties and to act as Chairman in their absence.
- b) To be involved, where appropriate, in the co-ordination of club activities

3. Treasurer – Ollie Cambell

- a) To submit a financial report to the committee on a monthly/quarterly basis
- b) To maintain the financial records for the club and provide financial forecasts as required
- c) To assist any grant or other submissions by the club
- d) To be a financial signatory on the bank account
- e) To process payments or credits on behalf of the club
- f) To prepare the annual accounts and arrange an independent audit by a non-committee member
- g) To monitor the club accounts
- h) To have joint approval along with the Secretary for releasing of funds required

4. Club Secretary – Melanie Venables

- a) To reply to general correspondence or queries
- b) To forward any specific queries to the appropriate committee member
- c) To act as point-of-contact (including postal) to external bodies (e.g. British Cycling)
- d) To record the committee, general, annual and extraordinary meetings of the club through published minutes
- e) To agree the agendas for such meetings with the Chair, and arrange and publicise location and time to attendees
- f) To ensure affiliations are paid in a timely manner to external bodies
- g) To assist on any grant or other submissions by the club
- h) To be a financial signatory on the bank account

5. Under 23's Team Manager – Jason Mayer

- a) To regularly attend all committee meetings
- b) To liaise with, and be the point of contact for external associations
- c) To receive and assess new development projects, and support those proposing them in their progression through to discussion and agreement at the full committee
- d) To catalyse new initiatives where gaps exist in meeting the club's aims and objectives
- e) To oversee the development of the under 23's and to provide support where necessary
- f) To communicate to the press and communications officer on the progress of all under 23 riders for inclusion on the website

6. Press Secretary – Jonathan Mills Keeling

- a) To promote the Club's activities and initiatives in the local and wider media
- b) To ensure that media coverage of events and competitions organised by the Club is consistent, promotes participation for all and maximises benefits for/from commercial partners
- c) Where approved by the Committee, to provide and/or co-ordinate media comment in response to wider issues such as road safety, participation, rights of way, local transport policy etc and respond to and engage with public consultations, surveys, debates etc on cycling related issues
- d) To gather material for and edit the club website and to further develop and maintain as required
- e) To run an annual online survey to seek member feedback
- f) To receive event reports from members and convert into press releases for the local press
- g) To work alongside the Chair and Secretary as required to engage with communities in and around Bridgnorth and along the routes we regularly ride

7. Welfare Officer – Ian Latham

- a) To promote the club/organisation's policy and procedures for the protection of its members, especially children and vulnerable adults
- b) To advise on the development of activities for young people within the club/organisation
- c) To support the registration of all personnel involved in activities for young people within the club/organisation (EDBS check required for the role)
- d) To receive, record and pass on to the British Cycling Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults

8. Membership Secretary

- a) To keep membership records in an electronic format
- b) To process new membership applications
- c) To provide a quarterly report to the committee on membership numbers
- d) To advise on any membership related queries from prospective members, members, or the committee
- e) To store and use membership data in accordance with data protection regulations and other policies laid down by the club

9. Kit Officer – Mick Smith

- a) To maintain a commercial relationship with one or more suppliers of Club kit to provide a regular supply of kit to meet the needs of club members
- b) To explain to members of the process for ordering Club kit
- c) Where that process involves the Kit Officer placing an order with a supplier, to place and monitor that order
- d) To bring any proposal to change the range of suppliers of Club kit to the Committee for a vote
- e) To bring any proposal for changing the design of Club kit to the Committee for a vote
- f) Promote and encourage renewal of membership

10. Club Coach – John Ireson

- a) Provide a structured coaching programme within the club
- b) Organise a programme of club training and coaching sessions
- c) Utilise British Cycling coaching resources to enhance the coaching programme
- d) Ensure knowledge, skills and qualifications are kept up to date
- e) Must understand the child protection and safeguarding policies

11. Communications (Webmaster) – Ian Martin

- a) Be responsible for the club website, content and presentation
- b) Liaise with the Press Secretary for any events that need to be published or advertised
- c) Produce a regular newsletter for information for all members via the website
- d) Add/update the website of all club policies and forms
- e) Attend committee meetings